



5.0

Potential Special Development Areas

5.1 Special Development Areas

Objective 3.6 of Section 4.5, “Recommendations of the Land Use/Growth Management Element” of the Sedona Community Plan supports the development of specific community character districts or areas within the City which are characterized by a specific theme or character and which hold the potential for unique design opportunities. The intent of this objective is also supported by objectives 3.4, 3.5 and 3.7.

This chapter has been reserved for future sections of the Design Review Manual, as it is anticipated that proposed guidelines and special design considerations for each identified character district would be developed and incorporated into this Manual.

Applicants and developers of projects in the City are encouraged to read the Sedona Community Plan, and discuss their proposal with the Department of Community Development staff who will assist them in identifying the character district within which their project is located, and any special design elements which should be considered.



6.0 Development Review Process/Submission Requirements

6.1 Steps In The Process

Section 401.02 of the City of Sedona Land Development Code requires all commercial, public, semi-public, and multifamily residential development projects to obtain Development Review approval from the Planning and Zoning Commission or the Director of Community Development in accordance with the provisions of that section. Section 401.03 establishes the process and procedure to be followed in seeking Development Review approval.

Purpose of Development Review

Section 401.01 of the City of Sedona Land Development Code establishes the purpose of Development Review as being “to provide guidance and direction in the physical improvements of properties within the City through the review of all aspects of a proposed development including, but not limited to, design review, site planning and the relationship of the development to the surrounding environment and the community. Development Review shall promote harmonious, safe, attractive and compatible development and is, therefore, considered to further the public health, safety and general welfare of the citizens of Sedona”.

A summary of the Development Review process is shown on the flow chart attached as Appendix B, while Appendix C illustrates the typical length of time required to secure Development Review approval and construct a project. In the description below, the relevant sections of Section 401 are referenced. Note that the following description is a general summary, and the Land Development Code should always be referred to for specific language and areas of concern.

The process generally involves these steps:

A. Initial inquiry with Community Development staff (Section 401.03A)

At this first meeting, staff will explain the Development Review process to the applicant and his design team and describe the submittal requirements. A copy of this Design Review Manual will be made available. Other City permitting requirements for the proposed project may be discussed. The staff will also encourage the applicant to discuss the proposal with adjacent property owners as soon as possible.

B. Pre-application consultation with staff (Section 401.03A)

The applicant will meet with staff to review conceptual drawings of the proposal as well as how it fits within the context area. At this meeting, the applicant's questions will be answered, and public participation requirements, review fees and exact submittal requirements and deadlines confirmed.

Prior to submittal (discussed in C below), and dependant on the size and scale of the project, staff may recommend and discuss with the applicant the need and desirability of doing a preliminary conceptual review with the Planning and Zoning Commission.(Section 401.03B)

C. Submittal by the applicant (Section 401.03C and 401.03D)

Upon receiving the submittal and proper fees, staff will complete a preliminary review to ensure that all required materials have been submitted. As described in Section 401.02, projects under 2,000 square feet in area will be reviewed at a staff level, while projects over 2,000 square feet will proceed as described below.

See also Section 6.3.2, "Submittal Requirements".

D. Routing of plans/documents to review agencies (Section 401.03D)

Copies of the submittal may be sent to appropriate review agencies for their comments and concerns. Dependant on the location and size of a particular project, review agencies could, for example, include the City Police Department, Sedona Fire District, City Engineering Department, City Building Division, ADOT, US Forest Service and various utility companies.

E. Project Review meeting

The purpose of this meeting is to provide the applicant with an opportunity to meet with staff and any applicable review agencies to discuss the proposal. If necessary, the applicant may be given a new deadline to resolve any unmet requirements or to make any necessary corrections.

F. Public notification (Section 401.05)

At least 15-days prior to the scheduled date of the public hearing with the Sedona Planning and Zoning Commission, staff will post the property and publish a legal notice in the local newspaper informing the public of the forthcoming hearing. Public notices are also sent to all property owners within 300 feet of the proposed development.

G. Preparation of staff report (Section 401.03D)

Staff prepares a report for presentation to the Commission evaluating the applicant's proposal and making recommendations for the Commission's consideration. A copy of this report is made available to the applicant once it has been distributed to the Commission.

A work session with the Commission and staff will be scheduled on the Thursday afternoon of the week preceding the public hearing, and is an opportunity for staff to answer any questions, comments or concerns of the Commission. No decisions are made at this time, and the applicant typically does not address the Commission.

H. Planning and Zoning Commission public hearing (Section 401.07)

The Commission hearing usually occurs on the first Tuesday of the month. This hearing provides the applicant with an opportunity to present his proposal to the Commission after staff's presentation, and for public comment to be heard. The Commission may approve, approve with conditions, deny, deny the proposal without prejudice, or the proposal may be continued to another hearing date.

I. Conveyance of the Planning and Zoning Commission's decision

Following the public hearing, staff will inform the applicant in writing of the Commission's decision and any conditions of approval prescribed by the Commission. The applicant is required to sign this letter from staff to acknowledge receipt of the conditions of approval.

J. Appeal to the City Council (Section 401.09 and 401.10)

The decision of the Planning and Zoning Commission may be appealed by the applicant or a member of the public to the City Council within 15 days.

K. Revocation of Development Review Approval (Section 401.12A)

Development Review approval is subject to revocation upon failure to perform according to the requirements of Section 401.12A of the Land Development Code. Essentially this means that Development Review approval will lapse one year following the date upon which the plans and drawings were given final approval, unless a building permit is issued and construction has commenced and been diligently pursued towards completion within that year.

L. Request for a Time Extension (Section 401.12B and 401.12C)

Development Review approval subject to revocation may be renewed for an additional period of one year, provided that the criteria for renewal stated in this section are satisfactorily met.

6.2 The Development Review Public Hearing

As described above the Planning and Zoning Commission will hold a public hearing for Development Review consideration for projects over 2,000 square feet in area, or as determined by the Director of Community Development.

Generally, the public hearing for any project will proceed according to the Commission's adopted Rules of Procedure, and in accord with State Statutes, in the following manner:

1. Based on the posted agenda for the meeting, the chairman will introduce the project to the other Commissioners and the public, and invite staff to present their report.

2. Staff will do their presentation to the Commission, and will make a recommendation for approval, approval with conditions, denial as submitted, or for continuance.
3. After staff has completed their presentation, the chairman will invite questions from the Commission to staff.
4. The applicant and/or his agent and design team will then make their presentation to the Commission.
5. Following this presentation, the Commission has an opportunity to direct questions to the applicant and his team.
6. The hearing is then opened to the public for the public to address the Commission on the proposal. The Commission may ask questions of any member of the public who chooses to speak. Any questions from the general public to the applicant or his team should be addressed through the chairman.
7. Once the public hearing is closed, the Commission will discuss the project among themselves, and as necessary staff will be involved. At the conclusion of these discussions, a formal action will be taken in accordance with the Planning and Zoning Commission's adopted Rules of Procedure.

6.3 Development Review Submittal Requirements

6.3.1 Introduction

While the requirements of the City of Sedona's Development Review process necessitates that a substantial amount of information be submitted for project approval, it is not the intent of this process to cause undue delay or the compilation of unnecessary information.

The process has been established to ensure that the new development projects are sensitive to Sedona's unique setting, and that the City's "small town atmosphere" and character are not compromised by insensitive and out-of-character projects.

In most cases, the information required may be provided on site plan submittal sheets, but certain information may best be shown on separate sheets. A comprehensive "letter of intent" or report clearly stating the applicant's intentions should accompany the submittal.

6.3.2 Submittal Requirements

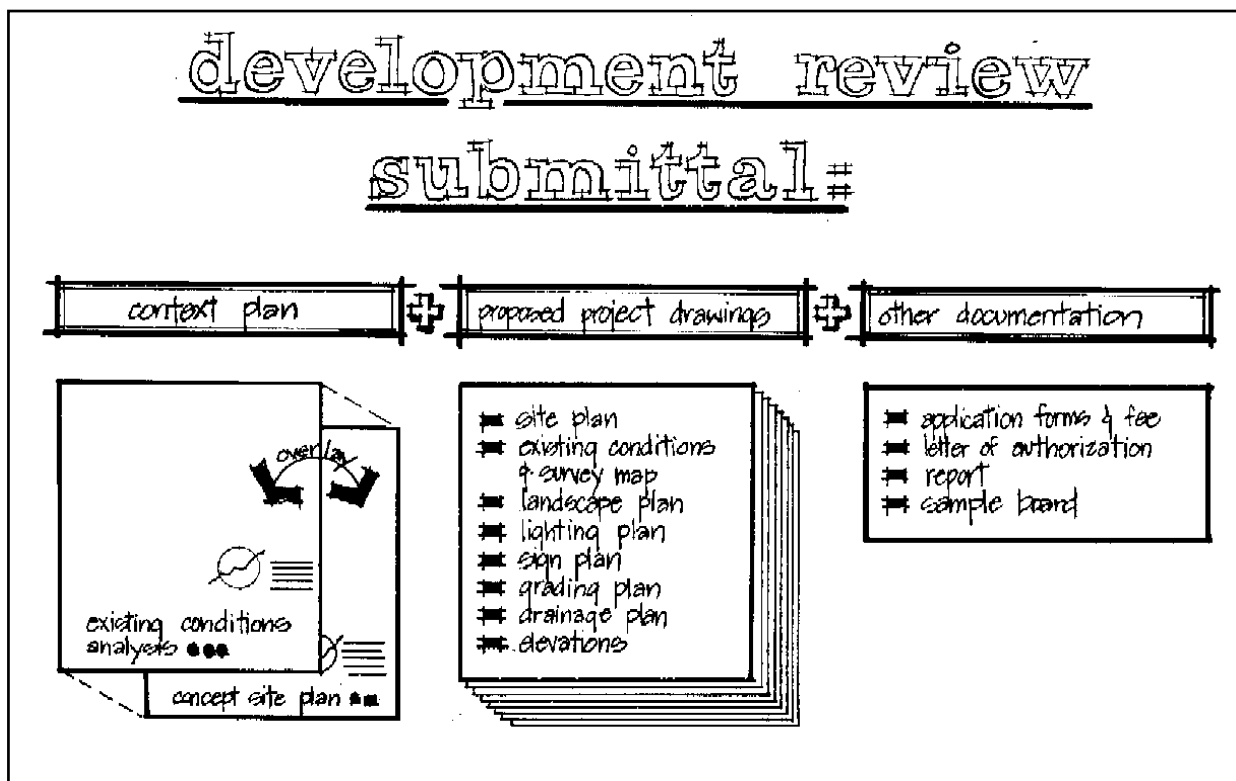
Section 401.03C of the City of Sedona Land Development Code outlines the submittal requirements for Development Review. A detailed checklist of submittal requirements that is updated and amended from time to time is available from the Department of Community Development. These requirements are generally described below.

The submittal for Development Review approval should consist of the following:

ITEM 1: CONTEXT PLAN, which preferably should be submitted as an aerial photograph and a vicinity map. (See detailed description below).

ITEM 2: PROPOSED PROJECT DRAWINGS, which shows how the City's Design Standards have been addressed, and would include, for example, a site plan, landscaping plan, building elevations showing all sides of proposed buildings, and other pertinent data as required such as building sections, architectural renderings, etc.

ITEM 3: OTHER DOCUMENTATION, including such items as the completed application form, proof of ownership, names of property owners within 300 feet provided on mailing labels, legal description of the subject property and applicable fees.



6.3.3 Context Area Plan

This is an important document of the Development Review process as it shows the relationship between a new development and its surrounding environment or context area. Positive relationships can be achieved by examining the new development within its Context Area.

To satisfy the requirement for a Context Area Plan, a Vicinity Plan and an aerial photograph that includes an area of approximately 500 feet from the subject property must be provided.

Both of these documents are available from the City of Sedona's GIS (Geographic Information System), and can be purchased from the City's Information Systems Division.

Vicinity Map

The Vicinity Map must be provided on an 11"x17" sheet, and at a minimum should include the following information:

- Subject property highlighted,
- Adjoining parcels,
- Zoning boundaries and designations,
- Existing buildings,
- Oak Creek (if applicable),
- Streets and street names,
- Trail/urban pathways and trailheads.

Aerial photograph

The City of Sedona has current aerial photographs available that form an ideal background to a map that shows the context area for a new development project.

The photograph should be provided on at least an 11"x17" sheet (in some situations based on the size of the project a 24"x36" sheet may be preferable), and at a minimum should include the following information:

- Subject property highlighted,
- Parcels delineated,
- Zoning boundaries,
- Street names,
- USFS boundary (if applicable),

Written narrative

A written narrative that describes the project's context area should also accompany the Context Area plans.

This can either be provided as a separate document, or may be included within the letter of intent. The following could be included in the narrative:

- Height, intensity, use and character of existing development,
- Mature vegetation and natural features,
- Existing sign locations and design,
- Historical structures,
- Predominant building materials,
- Viewshed analysis,
- Primary pedestrian circulation,
- Significant development features such as parking lots, courtyards, pedestrian walkways, and service areas.

6.3.4 Proposed Project Drawings

The drawings and plans of a proposed project must include and show the following items, which may be submitted on one sheet, as long as the materials are legible and clearly understood.

Preliminary site plan, which must include:

- Building placement,
- Project and building areas,
- Setback requirements,
- Driveways and walkways,
- Parking areas,
- Relationships to adjoining properties,
- Any other additional information requested by staff.

Existing conditions survey, which could include the following examples:

- Location of existing structures,
- Location of trees and large shrub masses,
- Location of rock outcrops,
- Location of easements,
- Location of drainages.

Preliminary landscape plan, which should include a complete plant schedule showing plant species, quantities and sizes. The irrigation plan should show valve, pipe and emitter sizes, as well as calculated gallons per minute per valve.

Preliminary lighting plan

Preliminary signage plan

Preliminary grading plan

Preliminary drainage plan

Building elevations, which should show significant features such as doors, windows, and columns as well as the location of wall signs, rather than detailed working drawings. A description of building and sign materials is also required.

6.3.5 Drawing Submittal Standards

The standards for development review and approval will be strictly enforced by the City staff to ensure that all drawings submitted meet the same standards, are easily legible and understood, and that they convey as accurately as possible a clear indication and representation of the proposed development.

The following minimum standards of presentation are required on all drawings submitted to the City for Development Review and approval:

Site plans, Landscape, Grading, Drainage plans, etc.:

For most projects a scale of 1":10' is recommended. For large projects, such as a large multi-use shopping center, a scale of 1": 20" is suggested. All site related plans and drawings submitted should maintain the same scale.

Building elevations and floor plans:

For smaller projects (i.e. under 8,000 square feet) a scale of "1/4:1'0" is recommended. For larger projects a scale of "1/8:1'0" is suggested.

It is important that all elevations and floor plans should be presented at the same scale, and should show the same level of detail.

Elevations should be described by their compass orientation, (i.e. "north", "southwest", etc), rather than by using the notation "front", "side", "rear".

Other exhibits

The following additional exhibits may be required to more clearly explain the proposed development, and these should always be drawn to the same scale as other drawings that they relate to; for example, a building section should be drawn to the same scale as building elevations:

- Elevations of all courtyards and internal passages,
- Sections through the site and buildings. This is especially important on steeply sloping terrain,
- Perspective renderings and/or computer simulations showing views of the project from important viewing points as determined by the Director of Community Development,
- Photographs of the site and examples of buildings similar to the proposed,
- Scale model.

General standards

All drawings submitted should include the following basic information and comply with the following general standards:

- **Sheet size:** All sheets submitted should be of the same size and orientation. A horizontal orientation is preferred, and sheets should not be larger than 24 inches high by 36 inches wide.
- **North arrow:** Preferably this should point to the top of the plan, but if necessary it can be oriented to the left of the sheet.
- **Scale:** A graphic scale should always be included.
- **Project and plan sheet title:** This should be shown on all plans and drawings submitted. When the plans are folded, the title should be visible.
- **Date of original drawing,** and any revisions, if applicable.

The information required above should be included in a Title Block, located either at the lower right hand side of the sheet, or vertically along the right hand edge of the sheet, so as to be visible when folded or rolled.

The number of copies of each plan to be submitted will be determined by the Director, based on established submittal checklists.

6.3.6 Other Documentation

The following documents shall also be submitted with an application for Development Review approval:

- Completed hearing application forms and the required fee.
- Letter of authorization from the property owner, if different from the applicant.
- A cover letter or report characterizing the proposed use and specifically addressing overall architectural style, its compatibility within its context area, building materials, colors, site planning considerations including treatment of parking; exterior lighting, and landscaping elements to be utilized in the overall development of the property.
- A material sample board showing materials and colors to be used in the proposed development. Colors and material samples should be as large as possible and mounted on a board no larger than 11"x17" to facilitate storage and presentation at the public hearing. Building material and color samples are stored until such time as the project is completed and compliance with the conditions of approval of staff and the Planning and Zoning Commission has been verified.
- In larger or highly visible projects where color selection is most critical, the Director of Community Development and Planning and Zoning Commission may require large-scale on-site color tests.
- Any other materials and data as required and determined by the Director of Community Development.

6.4 Relationship to Other City Ordinances

The design standards presented in this manual generally do not duplicate any other City Ordinance and Code requirements.

Accordingly, all applicants should carefully review the following documents, requirements, and policies of the City of Sedona prior to submitting any proposal to the City staff for Development Review:

- Sedona Community Plan, adopted by the City Council on November 26, 1991, as amended.

City of Sedona Land Development Code as amended, with specific consideration given to the following articles and sections:

- Article 4 – Review Procedures
 - Section 401 Development Review
 - Section 408 Citizen Review Process
- Article 8 – Grading and Drainage
- Article 9 – Development Standards
 - Section 903 – Height Regulations
 - Section 904 – Color
 - Section 905 – Alternate Standards
 - Section 906 – Materials
 - Section 907 – Screening Requirements
 - Section 908 – Utilities
 - Section 909 – Trees
 - Section 910 – Landscaping
 - Section 911 – Outdoor Lighting
 - Section 912 – Off-street Parking Requirements and Standards
- Article 11 – Sign Regulations
- Article 18 – Requirements for Public Art Installations